



# REQUEST FOR COMMENCEMENT/DISCONTINUANCE OF WATER SERVICE

All fields are required.

Property Owner: \_\_\_\_\_

Utility Account Number, if known: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address for Billing - Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

New Construction? No

Yes

Building Permit Number: \_\_\_\_\_

Has Certificate of Occupancy been issued?

No

Yes

Date: \_\_\_\_\_

Note: same day  
service is not  
guaranteed.  
Please give at  
least 24 hours'  
notice.

☐

I wish to discontinue water service to my property at the  
above address as of \_\_\_\_\_, 20\_\_.

☐

I wish to have the water service commence/be restored to  
my property at the above address as of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

Water service will be either discontinued or restored on the date requested, if the request is received at least 24 hours in advance. When water service is discontinued, charges for water and wastewater usage will be prorated and discontinued until service is recommenced. The bonds for water and wastewater will continue to be billed.

Please also be aware that garbage service and billing will stop or begin with changes to your water service.

City of Hailey  
Public Works  
115 Main St. S, Suite H  
Hailey, ID 83333  
(208) 788-9830 X 22  
FAX: (208) 788-2924  
[Utility.billing@haileycityhall.org](mailto:Utility.billing@haileycityhall.org)

## Office Use Only

- ☐ Appt sent in Outlook to WD and UB
- ☐ Service Order Created: # \_\_\_\_\_
- ☐ Account Created, if necessary: # \_\_\_\_\_
- ☐ Services Disconnected or Connected in Caselle
- ☐ Fee Applied: \$42.00 connection fee, or
- ☐ Fee Applied: \$42.00 disconnection fee, or
- ☐ No Fee Applied for New Construction's first CDWS
- ☐ Added to CCD Sale of Property sheet
- ☐ Account notes updated